

Civil Rights Onsite Review

Materials Checklist for Postsecondary Sites

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- Please have one copy of each item below to USOE **two weeks before** the review.
- Please number or label each document submitted with the numbering system listed below or using the **bold** part of the title.

Available at onsite review (S), Online (W)	Items to be included Please also include TRANSLATED documents where relevant.	Not yet developed (✓)
	1. CTE Course Catalog or campus catalog <u>highlighting</u> CTE courses	
	2. Last year's and current year's student enrollment summary demographics -- race, ethnicity sex and disabilities -- by CTE program	
	3. Critical (a) Physical facilities layout (Map) of the CTE facilities (b) years when each section was built & remodeled, and (c) what building regulations (ie: ADA) were used for each construction or retrofit.	
	4. Current listing by name, title, office & phone numbers of all counselors, Co-op and Internship Coordinator(s), and CTE teachers. <i>(Highlighting in existing staff catalog is sufficient if phone numbers and office numbers are available)</i>	
	5. Most recent student handbook	
	6. Most recent faculty handbook	
	7. College's grievance policy and appeals process for students and teachers regarding discrimination issues (and forms, if relevant)	
	8. Registration information and related materials for studentsor direct link of website if that is how registration is done. <i>(This sometimes ends up being an onsite review activity only due to limited access.)</i>	
	9. Samples of college newsletters and newspapers	
	10. Marketing materials the college used to advertise CTE programs and classes to college and high school students, parents, such as program brochures, pamphlets, handouts, and videos (most recent only)	
	11. College web site URL(s)	
	12. List of CTE Program Advisory Committee (PAC) members by name, CTE program, businesses, phone number	

	13. A brief list of college-sponsored staff development activities (within the last two years) listing any professional development at the college level that have assisted teachers, counselors, and/or administration to be sensitive to issues of discrimination based on <i>race, color, national origin, sex (gender), age, and disabilities</i> . What, when, who trained?	
	14. Similarly, the college's professional development plan for CTE staff particularly listing any recent professional development at the college level that will assist teachers, counselors, and/or administration to be sensitive to issues of discrimination based on <i>race, color, national origin, sex (gender), age, and disabilities</i> . What, when, who to be trained?	
	15. List of persons serving on the equity committee (names and titles)	
	16. College's English Speakers of Other Languages coordinator (ESOL) (names, addresses, phone numbers and e-mail addresses)	
	17. College's compliance plan for providing services to students who are English Speakers of Other Languages (ESOL)	
	18. a. College's section 504/ADA policies and procedures b. Two samples of college section 504 plans (in sealed envelopes for confidentiality) <i>(We recognize the privacy of this information. What is needed is the ability to communicate with students who have various obvious and less obvious disabilities and to do so in a randomly selected manner.)</i>	
	19. College's Title IX policies & procedures (including but not limited to sexual harassment)	
	20. Most Responsible Persons (MRP's) with phone number, etc. at college level for Title IX, Title VI, Section 504, and Title II of ADA	
	21. Disabled students' names and phone #'s who have attended for at least one year. <i>(Again, we recognize the privacy of this information. What is needed is the ability to communicate with students who have various obvious and less obvious disabilities and to do so in a randomly selected manner.)</i>	
	22. College's Co-op and Internship materials – for students, college, and businesses. Co-op and Internship Coordinator(s)' name(s), etc. if not listed in staff listing (#4 above) and interview availability	
	23. Translated documents for the above items where relevant	
	24. Date of last known ADA review of facilities by college -- or -- please attach the summary of findings.	
	25. Facilities Transition Plan (useful, but not required)	